

Geauga County Public Library  
Operating Policy Manual

SECTION: PARKING LOTS  
NUMBER: 595  
EFFECTIVE DATE: March 10, 1998  
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In order to maintain proper operation and management of the Geauga County Public Library and pursuant to Ohio Revised Code Section 3375.40, parking spaces must be regulated at every Geauga County Public Library location.

Parking spaces are provided for the convenience of library patrons during hours of service and for library staff members when they are working. A library parking lot is not to be used by the public when the library is closed. Library patrons using a meeting room and following library meeting room policy while the library is closed may use the parking lot until the meeting is concluded. No overnight parking is allowed at a library parking lot without the approval of the Library administration.

Library parking lots shall be posted with signs stating: "Library Parking Only."

The Library board, pursuant to R.C. 4513.60, establishes a tow-away zone in all GCPL parking lots.

The Library shall post signs, at least eighteen inches by twenty-four inches in size, visible from all entrances to the property, including the following information:

1. Post notice that the Library parking lot is a private tow-away zone and that vehicles not authorized to park on the property will be towed away, and
2. The telephone number of the person from whom a towed-away vehicle can be recovered, and the address of the place to which the vehicle will be taken and the place from which it can be recovered; and
3. A statement that the vehicle may be recovered at any time during the day or night upon submission of proof of ownership and the payment of a towing charge, in an amount not to exceed seventy dollars, and a storage charge, in an amount not to exceed eight dollars per twenty-four period;

except that the charge for towing shall not exceed one hundred dollars and the storage charge shall not exceed twelve dollars per twenty-four hour period, if the vehicle has a lade gross vehicle weight in excess of fifteen thousand pounds and is a truck, bus or combination of a commercial tractor and trailer or semitrailer.

The Library must choose a towing company that will tow the vehicle to a place from which it may be recovered conveniently, is well lighted, and is on or within a reasonable distance of a regularly scheduled route of one or more modes of public transportation, if any public transportation is available in the municipal corporation or township in which the private tow-away zone is located.

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If a vehicle, parked in a library parking lot, because of its size, the way it parked or for any other reason is blocking traffic flow, causing a dangerous situation or in any other way interfering with the legitimate library business of patrons or staff, then the library staff will ask the driver (if known) to correct the situation. IF the driver can not be found, then the library manager, or another staff member designated by the manager, may contact the local law enforcement agency which may be able to contact the driver and/or owner of the vehicle.

If a driver and/or owner of the vehicle cannot be contacted or if the vehicle needs to be immediately towed away, then the manger, or another staff member designated by the manager, shall contact the Director or Assistant Director before any vehicle is towed away.

If a vehicle is parked in a library parking lot but the driver is not using the library, then the staff will file an Incident Report including a description of the vehicle and license plate number. The manager may contact the driver, if know, to advise the driver f proper use of the library parking lot.

If a vehicle is towed away, a note for the driver and/or owner must be left at the library entrance at closing, stating that the vehicle has been towed. The note shall include the location and telephone number of the service company that towed the vehicle.

Reviewed June 18, 2009  
Approved March 10, 1998